

# St John's College Residence Housing Agreement



University of Manitoba  
2008 - 2009



# St John's College Residence Acceptance Contract 2008-2009

The following serves as a Student Housing Agreement for St John's College Residence. While the contract serves to identify the respective obligations and responsibilities of the student and the College, its greater purpose is to ensure an acceptable living environment for all residents, and a good working environment for College Staff. Please read the contract and carefully consider its conditions.

## **Period of Occupancy**

First Term: Move-In Day is Saturday August 30, 2008 (all residents)  
Saturday August 30, 2008 through Thursday December 18, 2008  
The last day of exams is Thursday December 18, 2008

Second Term: Monday January 5, 2009 through Wednesday April 29, 2009  
The last day of exams is Wednesday April 29, 2009.  
Students are required to move out of residence within 24 hours of writing their final exam. All students, except those staying for summer session, must be moved out of residence by Thursday April 30, 2009 at noon.

Students wishing to stay in residence beyond the 24 hour period must have written permission of the Dean of Residence and pay for any extra nights in summer session by Monday, April 6, 2009.

## **Contractual Obligation**

When I have signed this contract, it is binding if the College has accommodations available for me. Neither this contract nor my Residence Identification sticker may be transferred or assigned to another person.

## **REGULATIONS REGARDING BEHAVIOUR**

### **Community Responsibility**

I agree to obey all applicable laws and to respect the rights, privileges, and property of other members of the College and University community and visitors to campus. I will abide by all policies and regulations in the contract, and by any additional regulations, policies, and standards of the College and University. In addition, I agree to comply with the directions of College officials and their authorized agents acting in the performance of their duties.

I will act in a manner that will reflect favorably on the reputation of the Residence, the College, and its members.

I will not do anything that will interfere with College operations or endanger the health, safety, or welfare of other people or myself. I will be responsible for the behaviour of my guests. If my guests or I do not comply with all regulations or policies, I may be subject to fines, probation, dismissal from the Residence, and/or other action against me.

While in the Residence, neither I, nor my guests will:

- participate in any action or activity which intimidates, demoralizes, or ridicules an individual or group; participate in any behaviour which denigrates an individual or group because of race, creed, colour, religion, or sexual preference; participate in physical or psychological threats or assaults on another; participate in any activity or behaviour that infringes on the rights, privileges, or property of others;
- engage in food fights, water fights, sports in inappropriate places; engage in any such activities which could cause potential harm to participants or bystanders, or represent potential damages to property;
- make unreasonable and excessive noise at any time anywhere in the Residence
- violate Study Hours and Visiting Hours which are outlined as follows:

# St John's College Residence Acceptance Contract 2008-2009

## Study Hours (Quiet Hours)

### **Sunday to Thursday**

Until 11:30 a.m.  
1:00 p.m. to 4:30 p.m.  
6:00 p.m. to 9:00 p.m.  
10:00 PM until 11:30 a.m. the next day

## Exam Period Study Hours (Daily)

Until 11:30 a.m.  
1:00 p.m. – 4:30 p.m.  
6:00 p.m. – 9:00 p.m.  
10:00 p.m. – 11:30 a.m. the next day

### **Friday**

Until 11:30 a.m.  
1:00 p.m. to 4:30 p.m.  
Sundays:  
1:00 a.m. until 11:30 a.m. the next day

## Visiting Hours

Sunday to Thursday: 8:00 a.m. to Midnight  
Friday, Saturday, and long-weekend  
8:00 a.m. to 1:00 a.m.

## **Saturday (and long-weekend Sundays)**

Until 11:30 a.m.  
1 a.m. until 11:30 a.m. the next day

## **Other Community Responsibilities**

- I will attend all house meetings and hall meetings called by the Dean of Residence throughout the academic year. If I cannot attend the meeting called for my hall, I will attend an alternate hall meeting. If an unforeseen circumstance should arise which prevents me from attending a scheduled meeting, I must give notice to a Don of Residence;
- I understand that my Residence Identification sticker is the property of St John's College, and will be rendered invalid when I move out of Residence.
- If I smoke, I will not smoke near the south or west doors of the residence. I will follow the U of M smoking policy. Smokers must be 8 meters (25 feet) or more away from any building entrance.

I agree to comply with the civil and criminal laws of Canada, Manitoba, and Winnipeg. While in Residence, neither I, nor my guests, will:

- carry or possess firearms or other weapons, dangerous chemicals or explosives;
- sell or possess illegal drugs;
- smoke within the building;
- use or possess alcoholic beverages if either I or my guest is under 18;
- use or possess an open container of an alcoholic beverage in the hallways or other common areas of the Residence;
- remove College or University furnishings or other property from its assigned location.

For the safety and security of all Residents, neither I, nor my guest, will:

- interfere with the security system or tamper with locks (for clarification, this includes, but is not restricted to, propping doors open and giving building access to unauthorized and/or unaccompanied visitors);
- loan my Residence keys to anyone; duplicate or alter College keys; nor will I knowingly or willfully misuse a key;
- throw or drop any object from a window or stairwell; jump from a window or climb College buildings.
- tamper with lights or light systems (including temporary and emergency lights) or fire safety equipment (this includes pull stations, smoke detectors, heat sensors, interior fire doors, fire hoses or fire extinguishers). I will report equipment malfunctions and damages to the Facilities Manager or the Dean of Residence.

# St John's College Residence Acceptance Contract 2008-2009

For the safety and well being of all Residents and to protect College and University property, neither I, nor my guest will:

- carry or possess imitation firearms or other imitation weapons;
- carry or possess "Air Soft" guns or paint ball guns or similar projectile weapons of any kind in the Residence or on College or University Property.

## REGULATIONS GOVERNING RESIDENCE ROOMS

### Eligibility for Residence

In order to be eligible for residence, I understand that I must be a registered student of the University of Manitoba, and I must be enrolled in at least eighteen credit hours per academic year (*unless special permission has been granted to me by the Dean of Residence*). I understand that I must become a member of St John's College and maintain my membership while in residence. I understand that the Registrar of SJC will review my academic status and will inform the Dean of Residence if I do not meet the minimum standard of eligibility for residence. If my status changes due to withdrawal, cancellation, or being deemed ineligible to proceed by the University, I understand that I must secure the permission of the Dean of Residence to remain in residence, or vacate within three days of my change in status. Besides maintaining student eligibility, I will remain eligible under all applicable University and College rules and regulations. Exceptions will only be made by permission of the Dean of Residence.

### St John's College Membership

I understand that I am required to register as a member of St John's College, and that it is my responsibility to register using the University of Manitoba registration system (Aurora Student). To access Aurora Student, visit the University home page at [www.umanitoba.ca](http://www.umanitoba.ca). Click on "Aurora Student" then "Enrolment & Academic Records," then "Declarations." Select "Declare College Membership," verify current information and select "Add." The membership fee of approximately \$10 per academic term will be added to my U of M tuition fees. If I have not yet registered as a College member by two weeks after I have moved into the residence, I understand that the College has the right to add the SJC membership to my U of M registration and assess me the associated membership fees.

### Room Assignment

I understand that all room assignments are made by the Dean of Residence prior to the beginning of the first term, and are effective for the duration of the academic year. I understand that only the person assigned to a room may reside in that room.

### Guest Policy

- I am expected to assume responsibility for the action of my guests, and I will be held accountable for a guest's violation of the Residence Contract.
- If problems arise with my guest (e.g. drunkenness, or any infraction of this contract), I may forfeit my privilege of having future guests, and a College representative may ask my guest to leave.
- Rooms are contracted to Residents for their private use only.
- I will sign in my overnight guest with the Don on duty before the end of Visiting Hours on that day.
- If I wish to have a guest for more than two consecutive nights, I will make advance arrangements with the Dean of Residence
- Long-term guests are not permitted.

# St John's College Residence Acceptance Contract 2008-2009

## Keys

- Upon check-in, I will be issued one room key and one Residence Entrances key.
- I will report lost keys to the Receptionist in the General Office, and a replacement charge of \$25 plus tax will be issued for each lost key.
- I will not lend my keys to another resident or to my guest.
- **If I do not return my keys to a Residence Don or College Representative by my final date of occupancy, my University records will be placed on Hold Status, and I will be unable to register, graduate, or obtain transcripts. I may also be fined \$100. The Hold Status will only be released when my keys are returned and the fine (if issued) has been paid.**

## Alterations, Damages and Repairs

I will complete a Room Inventory Card with a Don of Residence when I move in, change rooms, or move out. I will be held responsible for any changes in the described conditions. If the room needs repairs, I must leave a written request with a Residence Don or the Facilities Manager in the General Office.

I will not:

- paint my room without the written permission and guidance of the Facilities Manager, following College policy, or make any permanent changes;
- use mounting material such as push pins or cellophane tape that will damage the walls when removed;

When I vacate, I agree to leave my room and all of its equipment in good order and repair except for reasonable wear, and to pay the College the value of anything damaged or missing from my room when I check out. If I have moved furniture, I will move it back to its original location.

If I, or my guests, damage my room, door, or other areas in the Residence, either purposefully or through negligence, I understand that I am responsible for all charges to repair the damage. I understand that I will be placed on hold status with the University until I have paid for any damages.

## Pets

Pets are not allowed in Residence, with the exception that, if suitable arrangements are made with the Dean of Residence, a fish tank (*with fish*) may be allowed.

## Cooking

I will not cook food anywhere in the Residence except in the Buttery. For clarification, this includes the use of equipment such as a microwave oven, popcorn maker, rice cooker, kettle, or blender.

## Fire Prevention

For reasons of general safety I will not:

- have a space heater in my room;
- use electrical appliances which are unsafe (all electrical appliances or equipment must be CSA approved and attached to a power bar with a circuit breaker), or use too many electrical appliances (*the Facilities Manager will determine safe levels of use, if this problem arises*);
- burn anything, including incense, or use a candle or other open flame anywhere in Residence;
- smoke in any part of the Residence or College buildings.

## St John's College Residence Acceptance Contract 2008-2009

I understand that a \$100 fine will be issued for a first offense of burning, open flame or smoking. A Resident will be expelled and his or her contract terminated if a second offense occurs.

### **Entry and Inspection**

I agree to allow the College the right to enter my room during reasonable hours for housekeeping, inspections, repairs and/or safety checks.

The College will not abuse its right of access or use it to harass me. Except in emergencies or where it is impractical, the College will give me at least two days' notice of its intent to enter, and will enter only at reasonable times. I understand that when I request maintenance, I may not receive any prior notice that workers will be entering my room.

I understand that the Dean of Residence or a Don of Residence may have cause to enter my room in my absence to remedy a situation which is causing discomfort to a fellow resident and/or constitutes a violation of the Community Responsibility section of this contract. For clarification, this would include, but is not limited to, turning off of an alarm clock or audio equipment which is causing a disturbance, or closing a window.

In the event that I expect a Don of Residence, or some other College official, to give a fellow Resident Student access to my room, I will write a letter to a Don of Residence stating the name of the student and the date for which permission has been granted.

In case of emergency where immediate access is necessary, I waive my right of advance notice. If I have moved out without giving proper notification, I waive my rights of consent.

### **Injury or Property Loss**

I indemnify and save harmless St John's College for any claims resulting from fire damage or theft to my Residence room. I will agree to arrange my own fire and theft insurance for the contents of my room before taking occupancy on Saturday August 30, 2008.

### **FOOD SERVICES**

For the first term, the College will provide food service in the Residence Dining Room beginning with brunch on Saturday August 30, 2008 and ending with supper on Thursday December 18, 2008. For the second term, the College will provide food service in the Residence Dining Room beginning with breakfast on Monday January 5, 2009, and ending with supper on Wednesday April 29, 2009. During the February reading break, regular meals end with supper on Friday February 13, 2009 and resume with brunch on Sunday February 22, 2009.

I understand that both room and board must be purchased, and that special diets for reasons such as health or religion cannot be guaranteed.

My food plan consists of three meals each day except Saturday, Sunday, and statutory holidays, which have a brunch and supper menu.

I agree to show my University Identification Card to Food Services personnel for all of my meals and my Residence Identification sticker is not transferable.

I understand that proper attire, including appropriate footwear, is required in the Dining Room and Food Services area.

# St John's College Residence Acceptance Contract 2008-2009

Residents may not enter the Kitchen, Housekeeping Office except as authorized. I will not remove food and beverages, dishes, glasses, cups, cutlery, serving trays, or any other such item from the Dining Room or Food Services Area. I understand I will be charged \$10 any time I am found removing food from the dining area, unless I have permission from Food Services Manager.

## PAYMENTS

### Residence Fees

I will pay to St John's College the Residence fees established by the College for the academic year 2008-2009. Residence rates are established by the Assembly of St John's College. My payments are based on the following year rates:

### Residence Rates 2008 - 2009

<b>1<sup>st</sup> Term Fees</b>	<b>New</b>	<b>Returning</b>
Room	\$1,262	\$1,262
Board	\$2,203	\$2,203
Res. Council Fee	\$60	\$60
<b>Total</b>	<b>\$3,525</b>	<b>\$3,525</b>

### 2<sup>nd</sup> Term Fees

Room	\$1,308	\$1,308
Board	\$2124	\$2124
<b>Total</b>	<b>\$3,432</b>	

2<sup>nd</sup> term Rebate for Returning Students \$100

**Total for 2 terms**      **\$6,897**      **\$6,797**

### Payment Schedule

**Application Fee      \$25**

This is non-refundable and is due with the completed application form.

### **\$1,000 Non-Refundable Levy (Deposit) due Monday June 23, 2008**

\$500 is applied to 1<sup>st</sup> term fees and \$500 is applied to 2<sup>nd</sup> term fees. The deposit is refundable only if I cancel my residency on or before Tuesday June 23, 2008 (see below for details). It is also refundable due to sickness or withdrawal from University.

**Due Sept. 12, 2008      \$3,025      \$3,025**

First term fees minus \$500 deposit.

**Due January 9, 2008      \$2,932      \$2,832**

Second term fees minus \$500 deposit.

The rebate for returning residents is applied to second term fees.

If Residence fees are not paid by the end of the first full week of classes in each term, interest may be charged at the rate of 15% per annum. If I am late with my residence fees, then I understand that I will be placed on Hold Status with the University, and I will not be able to register for courses, make course changes, get a copy of an official transcript or use the libraries. "No administrative or academic services will be provided to students on Hold Status,

## St John's College Residence Acceptance Contract 2008-2009

*until the specific obligations have been met. Students who have not cleared their Hold Status from previous registrations will not be permitted to register again until the hold has been cleared or permission to register has been obtained from the Office of the Vice-President, Administration" (University of Manitoba: 2005-06 Undergraduate Calendar).*

St John's College reserves the right to cancel this contract in the event of failure to make payments in a timely manner. For clarification, any student who has been placed on academic hold and who still fails to make payments will have his or her contract cancelled, and the student will need to vacate their residence room.

I understand that if I have a student loan, and the loan will come in after the due date for residence fees, I must make arrangements with the Assistant Bursar and the Dean of Residence for an extension.

### **\$1000 Non-Refundable Levy (Deposit)**

I agree to pay a deposit of \$1000 on or before Monday June 23, 2008. I understand that the deposit is a **non-refundable levy** in consideration of the College accepting my application for accommodation in the Residence during the Period of Occupancy. I understand that if I withdraw my application before June 23 2008, I will be refunded the deposit, less an administrative fee of \$100; but if I withdraw after June 23, 2008 I will forfeit the full \$1000 except in the case where I have not been admitted to the University of Manitoba, or if I have withdrawn from the University of Manitoba, or if I withdraw from Residence due to sickness. If I choose not to remain in residence for the second term, January through April 2009, I understand that the deposit for second term is non-refundable, except for the cases listed above.

### **Other Payment Information**

My assigned accommodation in the Residence will not be held for me after Friday September 5, 2008. If I require an extension, I will contact the Dean of Residence to negotiate an extension. I understand that I must pay from the beginning of the term even if I move in late.

If I move in during the academic year, I will pay the term rate, minus charges for days from the beginning of this contract to my official beginning date. I will pay the remaining fees as described above.

I will be bound by the terms relating to the manner in which the Residence fees and the Levy will be applied in the event that I depart from the Residence prior to the end of the Period of Occupancy, as set out on page one.

I will pay for any damages to the room assigned to me or any deficiencies in its furnishing which result from negligence or misuse by myself or my guests. If there is damage to the public and private areas, I understand that I may be held liable for a share of costs. I will pay any other charges that arise from my violation of this agreement.

If I owe money for room and board, damages, fines, or other charges when I vacate, I may be placed on "Hold Status" with the University, and I will not be able to obtain a transcript, register, or graduate until I have paid. If I have any questions about my payments, I will contact the Assistant Bursar before my account becomes delinquent.

### **CANCELLING AND VACATING**

It is understood that I shall reside in Residence for the full term of the Period of Occupancy, as outlined on page one.

## St John's College Residence Acceptance Contract 2008-2009

In the event that I depart from Residence prior to the end of the Period of Occupancy and I have previously obtained a replacement of the same sex acceptable to the Dean of Residence, in the Dean's sole discretion, the Deposit (Levy) will be first applied against any outstanding Residence fees owing to the date of my departure and the remainder, if any, returned to me.

The Dean of Residence may in the Dean's sole discretion release me from my contractual obligations with specific regard to the Period of Occupancy and/or refund the Levy in whole or in part, upon receiving from me a written request for refund outlining extenuating circumstances in support of such request. For better understanding, extenuating circumstances include sickness or leaving the Residence due to withdrawal from the University or termination at the University.

In an instance where an individual is deemed a threat or danger to the Residence community, the Dean of Residence acting with the authority of the Warden of the College may remove the individual from Residence at any time during the Period of Occupancy, notwithstanding an appeal.

### MOVING OUT

When checking out of Residence, I agree to clean my room thoroughly, return furniture to its original place, to arrange for my refrigerator to be removed (if I have rented one), and to remove all personal belongings before I leave. In the event that I withdraw from Residence or I am expelled from Residence before the period of occupancy has expired, I will return my Residence Identification sticker to a Don of Residence. Failure to do so may result in my being placed on "Hold Status" with the University.

The Residence Dons or a College Staff Member will inspect my room before I turn in my keys, and will determine damages and cleaning costs. I agree to pay for these damages and cleaning costs.

Unless alternate and explicit arrangements have been made with the Dean of Residence, I will be completely moved out no later than 24 hours after my final exam or Thursday April 30, 2008 at noon. In the event of non-compliance, I may be fined and/or lose my priority standing in the Residence.

Unless I am staying for summer session, I will move out within 24 hours of completing my final exam. I will follow proper check-out procedures that include completing a Room Inventory/Condition card with a Don of Residence, turning in my keys, filling out forwarding address forms for the College and the University, and surrendering my Residence Identification sticker (see above). If I have not completed the move out of my room by Thursday April 30, 2009 at noon, I will be charged \$30 per day plus a fee for improper check-out and my belongings may be boxed and stored at my expense.

### Fines

I understand that the Dean of Residence is entrusted with the authority to levy fines for specific Residence Contract violations. Peer Review Committee meetings are called by the Dean of Residence as dictated by the College discipline policy. The fines are as follows.

- Noise infractions: \$10 – \$25
- Taking food or drink or cups etc. out of the Dining Hall: \$10 for each infraction
- Posting of unapproved signs: \$30
- Failure to return key at year-end: \$100 + cost of re-keying
- Improper check-out: \$50

## **St John's College Residence Acceptance Contract 2008-2009**

- Discharging fire extinguisher, or tampering with other fire protection equipment: Peer Review Board meeting and \$200
- Defacing walls, door jambs, doors: \$50
- Possession of Residence property in room (aside from room's furnishings): \$25
- Smoking or use of open flame in Residence (first offense): \$100; a second offense will result in a Peer Review meeting and expulsion from Residence.

### **Residence Alcohol Community Standards**

Alcohol is permitted in Residence according to the Residence Alcohol Community Standards. Consumption of alcohol is restricted to Residence rooms. Consumption of alcohol in common areas such as hallways, stairways, TV rooms, games room, and study areas is NOT permitted. Alcohol may only be transported in a closed, non-glass container, and within a bag at all times. Beer bottles are not permitted in Residence - cans only. Any activity which encourages excessive or dangerous consumption of alcohol is prohibited, including drinking games or apparatus that promotes excessive consumption.

### **University of Manitoba Alcohol Policy Statement**

Alcohol abuse is a serious health problem and can lead to conduct that may endanger the safety of individuals and result in damage to property both on and off Campus. This in turn may result in legal claims involving the University and others.

The purpose of this policy is to explicitly establish the general means by which alcohol abuse on the University of Manitoba campuses can be reduced or perhaps eliminated. Policy Statement  
The University shall meet the policy's objective by:

1. Offering an alcohol education and awareness program within the scope of programs offered by or through Student Affairs;
2. Maintaining University guidelines with respect to the serving and consumption of alcohol on campus;
3. Requiring that events and facilities at which alcohol is served on campus be managed effectively, and in accordance with the University guidelines and Manitoba Liquor Control Commission regulations; and
4. Monitoring the application and effectiveness of the policy and guidelines through an Alcohol Beverage Committee, which also will provide advice to the Vice-President (Administration) on relevant problems and on proposed changes to the policy and guidelines.

This policy applies broadly, and covers all activities, events, locales and facilities on the University of Manitoba campuses at which alcohol is served or is available.

### **CAMPUS ALCOHOL POLICY GUIDELINES**

These guidelines are issued pursuant to the University's Campus Alcohol Policy, and may be amended from time to time as necessary. As a general statement and guideline the University requires strict compliance with all M.L.C.C. rules and regulations at all functions and events at which alcohol is available. The guidelines are in addition to applicable M.L.C.C. regulations.

A copy of relevant M.L.C.C. regulations may be obtained from the University's Special Functions Department.

#### **1.0 Serving and Access**

- 1.1 Organizers of functions at which alcohol is available must encourage and promote alcohol moderation and the consumption of food and non-alcoholic beverages;

# St John's College Residence Acceptance Contract 2008-2009

- 1.2 Organizers of social functions at which alcohol is available, and which are sponsored by student organizations, shall insure that:
  - 1.2.1 all such functions shall have security personnel (paid or voluntary) trained in the responsible service of alcohol at the entrance to check proof of age; and
  - 1.2.2 signs at the entrance to such functions shall outline proof of age requirements, service rules and behaviour expectations;
  - 1.2.3 at events at which alcohol is sold, consecutively numbered tickets are used to control admissions, and that these tickets contain the statement "photo id required, no one under 18 admitted".
- 1.3 The Special Functions Department has specific rules related to the number of tickets and drinks that can be sold at functions and served at one time and with respect to "free drink" tickets.

## **2.0 Staff Training and Managing the Intoxicated**

- 2.1 How to deal with and assist an intoxicated person is a matter that shall be considered by organizers of functions and campus establishments at which alcohol is available. Alternative courses of action for dealing with patrons who are intoxicated and unable to drive should be in place;
- 2.2 Campus organizations that promote or organize events, or establishments at which alcohol is served on campus, shall ensure that all servers and security are trained in the responsible service of alcohol. Training programs will be made available to organizers or establishments at which alcohol is served.
- 2.3 Security Services shall have proper training in dealing with individuals with severe intoxication and alcohol poisoning.

## **3.0 Security**

- 3.1 The level of security at on-campus events at which alcohol is available, as well as immediately after the event, will be determined by Special Functions in consultation with the permit.
- 3.2 All social functions at which alcohol is served shall have one security person for every one hundred patrons in attendance with at least one security person at the entrance for the purposes outlined under section 1.2 above. Under no circumstances can security (paid or voluntary) at the event consume alcohol immediately before or while on duty or while wearing a security uniform.

## **4.0 Enforcement of Alcohol Policy and Guidelines**

- 4.1 The Alcohol Policy and Guidelines must receive wide exposure, they will be enforced. Alcohol-related problems will be reviewed by the Alcohol Beverage Committee in order for the policy and guidelines to be effective;
- 4.2 Security Services shall routinely visit campus establishments and events at which alcohol is served. Security Services has the authority to issue internal offence notices to students, or groups with open liquor, who are disruptive or who create mischief.
  - 4.2.1 Revenue from these fines may be allocated to promoting alcohol awareness and education and/or assisting student groups to cover the cost of providing a function monitor for smaller alcohol events.
  - 4.2.2 An appeal committee comprised of students and staff will be set up to hear student appeals of fines.
- 4.3 The University shall impose sanctions on on-campus establishments or event organizers that breach the Alcohol Policy and Guidelines and M.L.C.C. regulations;

# St John's College Residence Acceptance Contract 2008-2009

- 4.4 The University shall investigate and review alcohol-related problems occurring at on-campus functions and establishments;
- 4.5 The Special Functions Office shall distribute the University Alcohol Policy and Guidelines and the M.L.C.C. regulations to all permit holders and those responsible for an on-campus function at which alcohol is served.
- 4.6 A pool of trained staff will be coordinated by Special Functions to work at alcohol events. Staff levels are determined by Special Functions according to a standard formula.
- 4.7 Where student organizers choose to use trained volunteer staff, a Function Supervisor/Monitor must be appointed by Special Functions to supervise or monitor the event as appropriate. For events under 100 people, application may be made for some financial assistance from the fine revenue to offset the cost.

## 5.0 Residence Policies

- 5.1 University residences and affiliated colleges should indicate in their promotional material that compliance with Policy and Guidelines and M.L.C.C. regulations is required of residence or college students and visitors;
- 5.2 The University's Alcohol Policy shall be incorporated into student residence agreements;
- 5.3 Alcohol education programs should be integrated into residence life activities.

## Appendix

In the Residence Contract where the term "Dean of Residence," "Don of Residence," or "Warden" is used, the term shall also include the person or persons authorized to act in the absence of the Dean of Residence, Don of Residence, or Warden. The term "University" shall refer to the University of Manitoba. The term "College" shall refer to St John's College. The term "Residence" shall refer to St John's College Residence. The term "guest" includes both outside visitors and other St John's College Residents visiting in my room.

A breach of any of the rules and obligations under this Contract may result in fines, revoking of privileges, having my University records placed on Hold Status, and/or termination of my Residence Contract. A decision as to whether a breach has occurred under the provision of this Contract, and what action (if any) should be taken, shall be made either at the sole discretion of the Dean of Residence or at the discretion of the Residence Peer Review Board. In the event that my Contract is terminated, I may forfeit all or part of the payments made under this Contract, and I must leave the Residence immediately, notwithstanding an appeal. I may, within 10 days of receipt of the written decision by the Dean of Residence, appeal such decision to the Warden of the College and the written decision of the Warden of the College shall be final.

The Contract is subject to the laws of the Province of Manitoba.

The Contract is binding upon the parties, their heirs, successors, and assigns.

May 2008



# St John's College Residence Acceptance Contract 2008-2009

## LETTER OF AGREEMENT

I, \_\_\_\_\_,

*(print name)*

accept a room in St John's College Residence for the Academic Year 2008-2009.

I have read, understand, and agree to the terms as outlined in the St John's College Residence Contract dated May 2008 attached hereto.

I am enclosing a check or money order in the amount of \$1000 due on or before by Monday June 23, 2008, payable to St John's College. The deposit is a non-refundable levy in consideration of the College accepting my application for accommodation in the Residence during the Period of Occupancy.

OR

My application was conditionally accepted close to or after the June deadline and I am enclosing a check or money order in the amount of \$1000 payable to St John's College. The deposit is a non-refundable levy in consideration of the College accepting my application for accommodation in the Residence during the Period of Occupancy.

I show my acceptance of the offer of accommodations in St John's College Residence for the Academic Year 2008-2009 by returning a signed and witnessed copy of this letter to the Dean of Residence, St John's College, 92 Dysart Road, Winnipeg MB R3T 2M5.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2008  
(location) (date) (month)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Witness

